

# JIS Software Training

Fall – Winter Release 2004

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## Release Details

- Software CD update mailed/applied week of:  
October 25      Online Courts  
November 8      Pilot Courts  
December 6      Distributed Courts
- Run/load time: About 3 hours (does not include required backup)

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## Administrative Updates

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■ Caseload Part 4, also known as Case Age Report

■ Code Files

■ Statute File - M Table

## Caseload Part 4

Requesting Options:

- Automatically generates with Caseload Request – Qtr 4
- Separate Request

Reports generated:

- Grid
- Audit
- Exception List

## Caseload Part 4 - Requesting Options: Current Screen

HAPPY VILLAGE State Court Administrative Office  
Traffic/Criminal As Required Reports  
Today's Date 10/15/04

Alt	How	Date Range
-	- Alcohol Report	- -
-	- Appealed List	- -
-	- Attorney Case List	- -
-	- CDM Report	- -
-	- Case Index	- -
-	- Caseage Report	- -
-	- Caseload Report Qtr Year	- -
-	- Crime Victim Rights Report	- -
-	- Disposed List	- -
-	- Drunk/Drug New Cases	- -
-	- Expired Activity Date	- -
-	- FRC, WAR List	- -
-	- Non-Public Case List	- -
-	- Time Guideline Report	- -

MORE >>>

F24-Previous Menu Page/Roll Help

## Caseload Part 4 - Requesting Options: New Screen

State Court Administrative Office  
Traffic/Criminal As Required Reports  
Today's Date 10/12/04

Rep Num		Date Range
-	Alcohol Report	
-	Appealed List	
-	Attorney Case List	
-	CCJ Report	
-	Case Index	
-	Caseload Report Qtr - Year - Merge Files	
-	Caseload Report (Caseload Part 4)	
-	Crime Victim Rights Report	
-	Disposed List	
-	Drunk/Drug New Cases	
-	Expired Activity Date	
-	FRC, WRR List	
-	Non-Public Case List	
-	Speedy Trial and 120-Day Report	

F24-Previous Menu Page/Roll Help

Note: Name change of the Speedy Trial report

## Caseload Part 4 - Report

- Reports information as of the through date of the request
- Intended to be an annual report (as defined by SCAO)
- Automatically included when uploaded to CRS with Caseload Qtr 4

## Caseload Part 4 - Requirements for Aging:

- T/C Cases are aged from date of Arraignment
  - PO code AR, AP, or AW must exist to begin aging (only ONE per case)
  - Aging excludes time in Inactive status (i.e. warrants, competency evaluations or orders to stay proceedings through reopen date)
  - Inactive cases are not reported
- If no arraignment date:
  - Payment date or Disposition date will be the "appearance date" used to calculate age

## Caseload Part 4 - Requirements for Aging:

### ■ Civil Infractions:

- Aged from Filing date until Disposition or Payment date
- Aging excludes time in Inactive status (i.e. bankruptcy or military service through reopen date)
- Inactive cases are not reported

## Caseload Part 4 - Requirements for Aging:

### ■ Civil Cases

- Aged from Filing date until all parties disposed
- Pending Jury Demands are determined by Action Code: JDF, JRC, JSC or JTC  
(Note: These are for LT and SP case types only)
- Jury verdict is determined by Action Code JGE65 or DSE65

## Caseload Part 4 - Grid

All cases are aged by case type.

RUN DATE: 10/12/04		99TH DISTRICT COURT		PAGE:
FOR: JMS-MAJ 2004		27777 SUNRI LANE LAKE STE 1300		
COURTIER 1		HAPPY VILLAGE MT 47777		
DISTRICT COURT CASELOAD				
PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE				
SECTION A: PENDING CRIMINAL				
LN	CASE TYPE	FY		
1	DISPOSED			
2	1-14 DAYS	1		
3	DISPOSED			
4	1-14 DAYS	1		
5	DISPOSED			
6	1-14 DAYS	1		
7	DISPOSED			
8	1-14 DAYS	1		
9	DISPOSED			
10	1-14 DAYS	1		
11	DISPOSED			
12	1-14 DAYS	1		
13	DISPOSED			
14	1-14 DAYS	1		
15	DISPOSED			
16	1-14 DAYS	1		
17	DISPOSED			
18	1-14 DAYS	1		
19	DISPOSED			
20	1-14 DAYS	1		
21	DISPOSED			
22	1-14 DAYS	1		
23	DISPOSED			
24	1-14 DAYS	1		
25	DISPOSED			
26	1-14 DAYS	1		
27	DISPOSED			
28	1-14 DAYS	1		
29	DISPOSED			
30	1-14 DAYS	1		
31	DISPOSED			
32	1-14 DAYS	1		
33	DISPOSED			
34	1-14 DAYS	1		
35	DISPOSED			
36	1-14 DAYS	1		
37	DISPOSED			
38	1-14 DAYS	1		
39	DISPOSED			
40	1-14 DAYS	1		
41	DISPOSED			
42	1-14 DAYS	1		
43	DISPOSED			
44	1-14 DAYS	1		
45	DISPOSED			
46	1-14 DAYS	1		
47	DISPOSED			
48	1-14 DAYS	1		
49	DISPOSED			
50	1-14 DAYS	1		
51	DISPOSED			
52	1-14 DAYS	1		
53	DISPOSED			
54	1-14 DAYS	1		
55	DISPOSED			
56	1-14 DAYS	1		
57	DISPOSED			
58	1-14 DAYS	1		
59	DISPOSED			
60	1-14 DAYS	1		
61	DISPOSED			
62	1-14 DAYS	1		
63	DISPOSED			
64	1-14 DAYS	1		
65	DISPOSED			
66	1-14 DAYS	1		
67	DISPOSED			
68	1-14 DAYS	1		
69	DISPOSED			
70	1-14 DAYS	1		
71	DISPOSED			
72	1-14 DAYS	1		
73	DISPOSED			
74	1-14 DAYS	1		
75	DISPOSED			
76	1-14 DAYS	1		
77	DISPOSED			
78	1-14 DAYS	1		
79	DISPOSED			
80	1-14 DAYS	1		
81	DISPOSED			
82	1-14 DAYS	1		
83	DISPOSED			
84	1-14 DAYS	1		
85	DISPOSED			
86	1-14 DAYS	1		
87	DISPOSED			
88	1-14 DAYS	1		
89	DISPOSED			
90	1-14 DAYS	1		
91	DISPOSED			
92	1-14 DAYS	1		
93	DISPOSED			
94	1-14 DAYS	1		
95	DISPOSED			
96	1-14 DAYS	1		
97	DISPOSED			
98	1-14 DAYS	1		
99	DISPOSED			
100	1-14 DAYS	1		

The Audit supports the numbers reported in the grid.

NEW CASE: 10/16/74		NEW RECEIVED: 10/16/74		PAGE: 1	
FIRM: FIRMALINE		FIRM: FIRMALINE			
DATE: 10/16/74		DATE: 10/16/74			
OFFICE: 10/16/74		OFFICE: 10/16/74			
NAME: 10/16/74		NAME: 10/16/74			
ADDRESS: 10/16/74		ADDRESS: 10/16/74			
CITY: 10/16/74		CITY: 10/16/74			
STATE: 10/16/74		STATE: 10/16/74			
ZIP: 10/16/74		ZIP: 10/16/74			
COUNTRY: 10/16/74		COUNTRY: 10/16/74			
TELEPHONE: 10/16/74		TELEPHONE: 10/16/74			
FAX: 10/16/74		FAX: 10/16/74			
E-MAIL: 10/16/74		E-MAIL: 10/16/74			
WEB: 10/16/74		WEB: 10/16/74			
OTHER: 10/16/74		OTHER: 10/16/74			
REMARKS: 10/16/74		REMARKS: 10/16/74			
ACTION: 10/16/74		ACTION: 10/16/74			
STATUS: 10/16/74		STATUS: 10/16/74			
PRIORITY: 10/16/74		PRIORITY: 10/16/74			
ASSIGNED TO: 10/16/74		ASSIGNED TO: 10/16/74			
COMMENTS: 10/16/74		COMMENTS: 10/16/74			
HISTORY: 10/16/74		HISTORY: 10/16/74			
NOTES: 10/16/74		NOTES: 10/16/74			
ATTACHMENTS: 10/16/74		ATTACHMENTS: 10/16/74			
LINKS: 10/16/74		LINKS: 10/16/74			
TAGS: 10/16/74		TAGS: 10/16/74			
CATEGORIES: 10/16/74		CATEGORIES: 10/16/74			
SUBCATEGORIES: 10/16/74		SUBCATEGORIES: 10/16/74			
PARENTS: 10/16/74		PARENTS: 10/16/74			
CHILDREN: 10/16/74		CHILDREN: 10/16/74			
ANCESTORS: 10/16/74		ANCESTORS: 10/16/74			
DESCENDANTS: 10/16/74		DESCENDANTS: 10/16/74			
RELATIVES: 10/16/74		RELATIVES: 10/16/74			
FRIENDS: 10/16/74		FRIENDS: 10/16/74			
ENEMIES: 10/16/74		ENEMIES: 10/16/74			
ALLIES: 10/16/74		ALLIES: 10/16/74			
RIVALRY: 10/16/74		RIVALRY: 10/16/74			
FRIENDSHIP: 10/16/74		FRIENDSHIP: 10/16/74			
LOVE: 10/16/74		LOVE: 10/16/74			
HATE: 10/16/74		HATE: 10/16/74			
MARRIAGE: 10/16/74		MARRIAGE: 10/16/74			
DIVORCE: 10/16/74		DIVORCE: 10/16/74			
SINGLE: 10/16/74		SINGLE: 10/16/74			
MARRIED: 10/16/74		MARRIED: 10/16/74			
WIDOWED: 10/16/74		WIDOWED: 10/16/74			
ORPHAN: 10/16/74		ORPHAN: 10/16/74			
ADOPTED: 10/16/74		ADOPTED: 10/16/74			
FOSTER: 10/16/74		FOSTER: 10/16/74			
GUARDIAN: 10/16/74		GUARDIAN: 10/16/74			
TRUSTEE: 10/16/74		TRUSTEE: 10/16/74			
EXECUTOR: 10/16/74		EXECUTOR: 10/16/74			
ADMINISTRATOR: 10/16/74		ADMINISTRATOR: 10/16/74			
MANAGER: 10/16/74		MANAGER: 10/16/74			
OWNER: 10/16/74		OWNER: 10/16/74			
LEASEE: 10/16/74		LEASEE: 10/16/74			
LESSOR: 10/16/74		LESSOR: 10/16/74			
BUYER: 10/16/74		BUYER: 10/16/74			
SELLER: 10/16/74		SELLER: 10/16/74			
DONOR: 10/16/74		DONOR: 10/16/74			
RECIPIENT: 10/16/74		RECIPIENT: 10/16/74			
GIVER: 10/16/74		GIVER: 10/16/74			
TAKEE: 10/16/74		TAKEE: 10/16/74			
LOANER: 10/16/74		LOANER: 10/16/74			
BORROWER: 10/16/74		BORROWER: 10/16/74			
LENDER: 10/16/74		LENDER: 10/16/74			
Borrower: 10/16/74		Borrower: 10/16/74			
Lender: 10/16/74		Lender: 10/16/74			
Borrower: 10/16/74		Borrower: 10/16/74			
Lender: 10/16/74		Lender: 10/16/74			
Borrower: 10/16/74		Borrower: 10/16/74			
Lender: 10/16/74		Lender: 10/16/74			

## Caseload Part 4 - Exception List

RUN DATE:	10/05/04	99TH DISTRICT COURT	PAGE	1				
FOR:	JUN-MAR 2004	27777 SUNNY LAKE LAKE STE 1300						
QUARTER 1		HAPPY VILLAGE	MI 47777					
DISTRICT COURT CASeload PART 4 EXCEPTION LIST - NUMERIC								
CASE NO.	TYPE	NAME	DATE	#DAYS INACT	DISPO INACT	DISPO CODE	JUDGE	AGED DAYS
Inactive and Case Type Changed cases reported in Part 2, not in Part 4								
04-0313B	FY	DONORE/DUDLEY			2/01/04	WR18		12345
04-0326B	FY	MARCH/MARK/B	2/02/04		3/15/04	DS52		42
04-0303B	OW	A-RAI/COLLIER			3/14/04	WR10		21
04-0322A	OI	MARCH/MARK/A	03/22/04		3/22/04	DS53	10961	21
04-0322B	OI	MARCH/MARK/B	1/02/04		1/30/04	DS53		1509
00-13355	OT	DOCK/WICKROY	2/04/00		9/23/04	WR10		1509
TOTAL CASES NOT COUNTED								6

## Caseload Part 4 – Things to Note

- **Work in progress:**
  - Will include breaking the numbers down by judge
  - Extraditions separated from FY case type\*
  - Addition of lines 1a and 2a (tracking FY cases reduced to misdemeanor w/i 14 days)\*
- \*Changes made by SCAO in mid September
- **Not due to report to SCAO until January 2006**
- **Will be an automated upload as part of the Caseload-Fourth Quarter 2005**

## Caseload - T/C Status Screen

HAPPY VILLAGE T/C ACTIONS in PO Date Sequence  
CASE 04-1001A PTY 001 10

PO DATE	CODE	NUM	CNT	RCPT	CLERK	ENTRY DT	ENTRY TM	DEL DATE
9/28/2004	ORCG	1	1		DCS	10/01/2004	10:27:03:24	
9/28/2004	CR01	2	1		DCS	10/01/2004	10:27:03:82	
9/28/2004	PMN	3	1		OMH	10/01/2004		
9/28/2004	TEXT	4	1	FIXED 8	OMH	10/01/2004	10:27:04:53	
9/28/2004	DS08	5	1		OMH	10/01/2004		
9/28/2004	MYM	6	1	D200263	OMH	10/01/2004		
9/28/2004	PYMT	7	1	D200263	OMH	10/01/2004		
9/28/2004	CLSD	8	1		OMH	10/01/2004		
10/01/2004	FLOT	1	1		DCS	10/01/2004	10:27:03:15	
10/11/2004	TEXT	1	1	NAME/DL	DCS	10/11/2004	13:43:23:42	

New Function Key

F24-Prior/Exit F7-Alt Seq F8-Caseload F9-Print F13-Outq Page/Roll

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## Caseload - T/C Status Screen

HAPPY VILLAGE T/C CASELOAD in Entry Sequence  
CASE 04-1001A 2

CASE	CASE	ACTION	ACTION	ENTRY	ENTRY	DELETE
TYPE	PARTY	CODE	DATE	DATE	TIME	CLERK DATE
01	001	FLOT	9/28/2004	10/01/2004	10:27:03:15	DCS
01	001	DS08	9/28/2004	10/01/2004	10:27:04:61	DCS

Action codes are from the Codes File. They are the same codes that appear on the ACT screen.

Press F8 to get back to the STATUS screen

F24-Prior F6-Detail Event F9-Print F13-Outq Page/Roll

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## Caseload - Civil Status Screen

JIS CIVIL PARTIES STATUS CLSD  
Court 2 Case 04-0019 Type GC File Date 1/05/04 Judge 12345  
Caseload Disp Date: 100104 Code: JGE65

P01 GILBERT/JOHN/A	Phone :	313 237-7300	Sum/Exp:	010504
Att: DONNELLY,MICHAEL P.,	Srv :	10604	Ans/Due:	12704
Last Trigger Code: MOC 11204	Ans :		NoPrg :	
Next Trigger Code:				
Disposed:				
Status: CLSD				
D01 BRANCH/CHARLOTTE/	Phone :		Filed :	10504
Att:	Phone :		Sum/Exp:	40504
Last Trigger Code: JGE65 100104	Srv :	10604	Ans/Due:	12704
Next Trigger Code:	Ans :	11204	NoPrg :	
Disposed: JGE65 100104				
Status: CLSD				
Att:	Phone :		Filed :	
Last Trigger Code:	Phone :		Sum/Exp:	
Next Trigger Code:	Srv :		Ans/Due:	
Disposed:	Ans :		NoPrg :	
Status:				

New function key added

NXT CASE 04-0019 PTY GARB NAME  
F6-Detail Actions F8-Caseload Actions F24-Previous Menu Page/Roll Help

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[illegible]

## Section C: Case Types - OK, SK, ON &amp; SN

- Line 6 - Inactive Status ( i.e. military or bankruptcy)
- Line 7 – Local Diversion (DS47)
- Line 8 - Case Type Change (formerly line 6)

**Note: These will not take effect until AFTER January 2005 for first quarter reporting.**

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SOS Code File Inquiry & Update                                9/17/04 08:20:13

Code: 1360             CODE Effective: 90195             Begin      End
Vehicle Type:  (Blank, C-Commercial, S-Snowmobile, U-Watercraft, O-ORV)
Offense Type: M      (Blank, A-Alcohol, D-Drug, M-MIP, S-Speeding
                   P-Parking, H-Handicap Parking)

Description:
MINOR IN POSSESSION

Abstract : 90195      0      NOTICE BASED ON:
Deferral Abs: 90104      A      (A-Adjudication Date, O-Offense Date)
Audit Abs : 40197      0
FCJ : 100199      0
FCP : 100199      0
FCPV :          -
140 :          -
NNC : 100199      0
Susp/Resp: 90195  93099  0      Last

New field added to control
notices based on:
• O- Offense Date or
• A- Adjudication Date

Enter-Inquiry F1-Clear Screen F2-Add F3-Update F23-Delete
F24-Previous Menu Roll-Page
ENDALD

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## T/C Code Files

### Codes Added:

- Deferral Codes - DF01 – DF05 to be used on charges being deferred under 7411, HYTA, Spouse Abuse, PUI (Practicing U/Influence) and MIP

*Note: DF codes are JIS protected!*

- Deferral codes will reflect the correct CDC code on the EJD (Enter Judgment screen)

## Code Files

### Additional codes:

- BD54 - Bond assigned case number
- RM27 – Deferral Removed
- RM28 – Delayed Sentence Removed
- XSOS – Name, Address, DOB Updated by SOS
- JD – Jury Demand (Civil Description Code)

## BD54 comment to ROA:

```
Court 0 Case 04-1031A Pty D01 Charge OPER INTOX. Type 00 Status PEND
Name ADAMS/BRIAN/A

RCPT DT NO. ACTION TYPE CHECK AMOUNT STAT CLAR
1/31/04 D194562 1/31/04 INTERIM 200.00 OPEN OMH

DATE ACTIONS, JUDGMENTS, CASE NOTES INITIALS

10/01/03
1 ORIGINAL CHARGE OPER INTOX. DCS
DUE DATE 113004 DCS
10/11/04
NAME/DLN/DOB OVERRIDE 010504 DCS
FILING DATE DCS
1 BOND ASSIGNED CASE NUMBER D1
***** END OF REGISTER OF ACTIONS ***** 10/11/04 15:04

>XT ROD CASE 04-1031A PTY D01 COUNT 01 INO ADAMS/BRIAN/A ST
F1-Top F2-Bottom F9-Print F10-View F11-Scan F13-Quit Page/Roll F3/F24-Print
```



## Statute File - M Table

- M-table will be separated for courts who currently share the table:
  - All online courts
  - Courts who share the AS/400 where the 3<sup>rd</sup> position of the court ID is different, i.e. D8810 and D8820
- Convenient and flexible
  - Allows for individual code descriptions
  - Do not have to call JIS to add new codes
- Each court MUST update their own Statute file

## Traffic/Criminal & Probation Module – Part One

### Forms & Screens

## TC – Forms

- To view or print most current version of SCAO approved forms, go to:

[courts.michigan.gov/scao/courtforms](http://courts.michigan.gov/scao/courtforms)

## TC – Civil Infraction Judgment (CIA02)

### Current Screen

HAPPY VILLAGE JUDGMENT CIVIL INFRACTION CIA02 DISP  
Court 0 Case 04-0601A Pty 001 Charge CARELESS DRV Type 01  
XREF R04-1231 Name ANDERSON/JOHN/  
Date Signed: 101204 Bar No: 00000  
People of DETROIT CITY Conditional X  
JUDGMENT OF THE COURT: Defendant responsible /admits responsibility  
By mail Person/Rep  
Defendant responsible (after hearing)  
As amended:  
Defendant not responsible (after hearing) \_  
Dismissed: \_ plaintiff did not appear \_ on motion of plaintiff  
Fine and Costs State Costs Misc. Total  
\_111.20 \_00.00 \_151.20  
Bond Forfeiture Amount \_ Balance Due 151.20  
OTHER:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Default: \_ Formal \_ Informal Service: \_ Personal \_ Sent by Mail  
NXT CASE 04-0601A PTY 001 COUNT INQ ST \_  
F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu

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## TC – Civil Infraction Judgment (CIA02)

### New Screen

HAPPY VILLAGE JUDGMENT CIVIL INFRACTION CIA02 DISP  
Court 0 Case 04-1001A Pty 001 Charge DEFECT EQUIP Type 01  
XREF Name SMITH/BRAIN/A  
Date Signed: 101204 Bar No: 00000  
Plaintiff HAPPY VILLAGE Conditional X  
THE COURT FINDS:  
\_ Defendant admits responsibility \_ by mail \_ person/rep  
\_ Defendant is in default \_ Defendant is not in the military service, etc.  
\_ Defendant responsible after hearing as amended: \_\_\_\_\_  
\_ Defendant not responsible after hearing  
\_ Plaintiff failed to appear  
\_ Plaintiff moved to dismiss  
Fine and Costs State Costs Misc. Total Bond Forf. Amt.  
Balance Due 00  
IT IS ORDERED:  
X The case is dismissed  
\_ Judgment is entered Other: \_\_\_\_\_  
Certificate of Service: \_ Personal \_ Sent by Mail  
NXT CASE 04-1001A PTY 001 COUNT INQ ST \_  
F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu

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## TC – Civil Infraction Judgment (CIJ)

### Screen changes:

- One line for "Other",
  - Removed Informal/Formal
  - Added option regarding not being in military service
- Note: Many fields are populated based on disposition information previously entered*

### ■ Updated to 6/04 version:

- Items moved around
- Removed reference to Formal/Informal hearing
- Verbiage modified: "WARNING: Return this notice immediately..."--- added "TO DEFENDANT."
- Added Servicemembers Civil Relief Act information

### ■ Added AFP version

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## TC – Additional Forms Updated to 6/04 Version

- Order for Fingerprints (MC233)
  - Added cite MCR 3.936 to bottom of form
- Order for Pretrial Release/Custody & Bond (MC240 & MC241)
  - Corrected typographical error in item 12 of the conditions
- Subpoena (MC11)
  - Removed the MSA cites
  - Added Supreme Court Seal to AFP version (JIS)

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## TC – Additional Forms Updated to 6/04 Version

- Motion/Order of Nolle Prosequi (MC263)
  - The last paragraph on the form changed to state "As allowed by law" instead of "By law" and "you may contact..." instead of "you may choose to contact"

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## TC – Order on Application to Set Aside Conviction (MC228)

- Updated to 6/04 version
  - Line 3: Removed the verbiage "a non traffic offense reportable to the Secretary of State"
  - Line 8: Added last sentence "If the conviction is for a non-traffic ..... the driving record shall not be expunged."
  - Last paragraph modified regarding the clerk of the court shall advise the Michigan State Police Criminal Justice Information Center...
  - MSA cites removed

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## TC – Motion, Affidavit, and Bench Warrant (MC229)

- Updated to 6/04 version
  - Revised for use in probation violations
  - Revised the notary in accordance with 2003 PA238
  - Changed the verbiage at the bottom of Memorandum copy:
    - TO THE CLERK...advise the Michigan... of this Motion and Bench Warrant Memorandum....

## TC – Motion, Affidavit and Bench Warrant (PBW) – Current screen

**HAPPY VILLAGE** T/C MOTION, AFFIDAVIT, AND BENCH WARRANT MC229 DISP  
Court 0 Case 04-0601A PTV D01 Charge CARELESS DRV Type 01  
Name ANDERSON/JOHN/  
Date Signed: 101204 Bar No: 00000  
Police Report No. 804-1231 Petitioner  
People of DETROIT CITY Conditional (Page 1) \_  
MOTION & AFFIDAVIT Name ANDERSON/JOHN/  
\_ Fail to Appear \_ Other Reasons  
Reasons  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
CARELESS DRV MAY 31, 2004 AGE: ITHACA POLICE DEP OFC: BODDER, WILLIAM K  
Warrant 10 BENCH WARRANT ISSUED  
Name ANDERSON/JOHN/  
Address 12345 LEAPING LIZARD LANE  
LINCOLN PK, MI 48146  
Race W WHITE Sex M MALE  
DLN A100000000000 MI DOB 06 / 02 / 1950  
Bond Amt \$ (MM / DD / YYYY)  
NXT CASE 04-0601A PTV D01 COUNT 01 INQ ST  
F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev

## TC – Motion, Affidavit and Bench Warrant (PBW) – New screen

**HAPPY VILLAGE** T/C MOTION, AFFIDAVIT, AND BENCH WARRANT MC229 DISP  
Court 0 Case 04-1001B PTV D01 Charge DR LIC S/R/D Type 0T  
Name SMITH/BRAIN/A  
Date Signed: 101204 Bar No: 00000  
Police Report No. 82233 Petitioner  
People of HAPPY VILLAGE Conditional (Page 1) \_  
MOTION & AFFIDAVIT Name SMITH/BRAIN/A  
\_ Contempt/Fail to Appear \_ Alleged Probation Violation  
For the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DR LIC S/R/D SEPT. 20, 2004 AGE: 496 OFC: BODDER, WILLIAM K  
Warrant 10 BENCH WARRANT ISSUED  
Name SMITH/BRAIN/A  
Address 12345 WILLOW LANE  
WYOMING, MI 49871  
Race U UNKNOWN Sex M MALE  
DLN S100000000000 MI DOB 10 / 10 / 1960  
Bond Amt \$ (MM / DD / YYYY)  
NXT CASE 04-1001B PTV D01 COUNT 01 INQ ST  
F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev

- Updated to 6/04 version:
  - Revised the notary in accordance with 2003 PA238
  - Changed *In the matter of* to one line instead of two (had to do with Probate/Juvenile part of form)
- Updated the BATCH Show Cause Pre-List
  - Will reflect the deferred dispositions (i.e. Defer 7411 etc.)

- **Order Forfeiting Bond**
  - Will reflect receipt # and date on the printed form (as requested by JIS users)
- **ROA**
  - CDL field will display under VPN:
  - Findings will reflect deferred dispositions (i.e. Defer 7411 etc)

[illegible]

## T/C - AFP Versions Added

- Judgment After Bond Forfeiture (MC238)
- Judgment Civil Infraction (CIA02)

## Questions?

## Traffic/Criminal & Probation Module – Part Two

Entry & Updating

## TC- CDL field added to CAS screen

JIS Traffic / Criminal Case Entry Status **PEND**  
 Court 0 Case 04-0409A PTV 001 Same Incident Filing Date 11004  
 Offense Date 10104 Time 200 R DLN MI 0400799013760 Sex M DOB 190272  
 Name DODLEY/TOM/ Race M SID  
 Street 3902 W MILLER RD Apt CTN/TCN 200112345601  
 City LANSING State MI Zip 48910 Phone  
 Charge 1025 A/C/S Case Type 00 X-Ref 04-20  
 Speed Charged/Allowed/Energy 7 / / Accident Type New  
 Officer # 232 Agency 1 Venue 1 PIN 04-12 CDL  
 2nd Officer # Agency ROR Label Abstract SOS-I field

Ticket Information:  
 Court Date 32604 Time Nxt Judge Set for 10 Atty hA  
 Vehicle Type PA Plate Number/Year/State 654023 / 04 / MI CDL RNT  
 Paper Plate X VIN 430827C0987S07800 Vehicle Year 2004 Vehicle Make FORD  
 Judge of Record Victim/Desc CCV

Complaint Information:  
 Authorize Complaint Date Prosecutor Complaint/Iss Date 10104  
 Judge 12345 Warrant Issue Date  
 Additional Charges: #2 #3 #4 #5

NXT CASE 04-0409A PTV 001 COUNT INQ ST  
 F1-Clr F4-Prompt F5-Mar F7-TKT F10-Same FL DT F24-Prev Help

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## TC- CDL field added to ROA

Court 0 Case 04-0409A PTV 001 Charge 001 Type 00 Status PEND  
 Name DODLEY/TOM/

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT 0R1630995J PIN: 04-12345	REGISTER OF ACTIONS	CASE NO: 04-0409A D01 00 X-REFERENCE #: 04-203948E STATUS: PEND
--	---------------------	---

JUDGE OF RECORD:  
 JUDGE: CROCKETT, GEORGE W., P-12345

FRANKLIN COUNTY v  
 DODLEY/TOM/  
 3902 W MILLER RD  
 LANSING MI 48910

CTN: New 12345601  
 SID: CDL  
 ENTRY DATE: 09/04  
 OFFENSE DATE: 11/04 200 AM  
 VEHICLE TYPES: 04  
 VIN: MI 654023 04  
 CDL RNT

DOB: 10/02/1972 SEX: M RACE: M DLN: MI 0400799013760  
 VEH YR: 2004 VEH MAKE: FORD VIN: 430827C0987S07800 PAPER PLATE: X

NXT ROA CASE 04-0409A PTV 001 COUNT 00 INQ ST  
 F1-Top F2-Bottom F9-Print F13-OutQ Page/Roll F3/F24-Prior

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## TC - Optional Batch DLN Lookup for Name/Address/DOB Entry

- Enter // in *Name* field, and DLN on CAS screen
- Following ROA entry will be made:  
CASE ENTERED W/O NAME; DLN:  
M123456789012.
- Overnight request will be submitted to DOS.

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## TC – Optional Batch DLN Lookup for Name/Address/DOB Entry

- ROA entry when Name/Address updated:  
NAME, ADDRESS, DOB UPDATED BY SOS
- “SOS VPN/DLN UPDATE EXCEPTIONS”  
report generated by DOS.

IMPORTANT: Be very careful when using this feature. If an error is made when adding the DLN, the wrong defendant name/address/DOB will be added to the case

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## TC – Optional Batch DLN Lookup – Suggested Report Generator

- You may choose to run a report generator to identify cases that have had Name/Address/DOB updated in overnight batch process.  
Verify names with charging document.
- Suggested fields:
  - P – Case Number
  - P – Name
  - S – Event Date (enter date range)
  - S – Event Code - XSOS

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## TC - Changes to Disposition Screen

- New *Defer* field added
- New *Delayed* field added
- *Set Aside Disp* field moved
- Field names changed:
  - ***Other Disp*** changed to ***Dism***
  - ***Audit Abs*** changed to ***Audit/Dism Abs***
- Second page of Disposition screen unchanged

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## TC - Changes to Disposition Screen (Continued)

- Repeat Offender/Drunk Driving Cases:  
Automatic "hop" feature to NOA screen has  
been removed

## TC – Current Disposition Screen

HAPPY VILLAGE Traffic / Criminal Disposition -- Part 1 Status

Court 0 Venue Case Pty Charge Type

Name PO Code Date RDR

Plea DS Code Other Disp Judge Audit Abs Set Aside Disp

Added count A/C/S Speed Chg/Alw/Egy / / /

Other Actions

\$Code	Description	Monetary Sentence Information	\$Code	Description	Assessment
		Assessment			

Fine & Costs Suspended Pymt Schedule or Date/Time

Close/reOpen/Probation Non-Public Delayed

NXT DSP CASE PTY COUNT INQ ST

F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F11-Scan F24-Prior Page/Roll Help

## TC – New Disposition Screen

JIS Traffic / Criminal Disposition -- Part 1 Status

Court 0 Venue Case Pty Charge Type

Name PO Code Date RDR

PL DS Defer Disp Judge Audit/Disp Abs

Added count A/C/S Speed Chg/Alw/Egy / / /

Other Actions

\$Code	Description	Monetary Sentence Information	\$Code	Description	Assessment
		Assessment			

Fine & Costs Suspended Pymt Schedule or Date/Time

Close/reOpen/Probation Non-Public Delayed Set Aside Disp

NXT DSP CASE PTY COUNT INQ ST

F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

## TC – Deferral Disposition Changes: Updating Initial Disposition

- Must be count specific on hop line
- Enter DS code for type of disposition  
i.e., 14 – Disposed on Guilty Plea
- Enter Defer code for type of deferral  
i.e., 01 – 7411  
02 – YTA  
03 – Spouse Abuse  
04 – PUIL  
05 – MIP

## TC - Example: Initial Disposition - Case Disposed under Spouse Abuse Act

JIS Traffic / Criminal Disposition -- Part 1 Status END  
Court 0 Venue 1 Case 04-1012 Pty 001 Charge ASSAULT AGGR Type 38  
Name FOSTER/WALTER/HORK PO Code NS Date ROR  
PL 1 DS 14 Defer 03 Disa Judge Audit/Disa Abs  
Reduce/Rnd/P A/C/S Speed Chg/Alw/Egy / /  
Other Act Defendant pled guilty (P01)  
\$Code Disposed on Guilty Plea (DS14)  
Also deferred under Spouse Abuse Act (003)  
Monetary Sentence Information  
Assessment \$Code Description Assessment  
Enter all other disposition information (assessments, payment schedule, probation term) just like you did before.  
Fine & Costs Suspended Pymt Schedule or Date/Time  
Close/reopen/Probation Non-Public Delayed Set Aside Disp  
UNDISPOSED TOTAL FINE 0.00 AMT DUE 0.00  
NXT CASE 04-1012 PTY 001 COUNT 1 INQ EQ ST  
F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

## TC – Deferral Disposition Changes: Updating Final Disposition

- Must be count specific on hop line
- Enter DS Code for type of dismissal or conviction  
i.e., 08 – Dismissed  
14 – Disposed on Guilty Plea

## TC - Example: Final Disposition - Case Disposed under Spouse Abuse Act

JIS Traffic / Criminal Disposition -- Part 1 Status DISP  
 Court 0 Venue 1 Case 04-1012 Pty D01 Charge Type SM  
 Name FOSTER/WALTER/MARK PO Code MS Date RDR  
 PL DS 08 Defer Dis Judge Audit/Dism Abs  
 A/C/S Speed Chg/Alw/Egy / / /  
 Enter final disposition; typically D500 - Dismissal if probation successfully completed, or D514 - Disposed on Guilty Plea if probation not successfully completed.  
 Monetary Sentence Information  
 Assessment SCode Description Assessment  
 Enter any other disposition information (including a V in Non-Public status, if necessary) just like you did before.  
 Fine & Costs Suspended Pymt Schedule or Date/Time  
 Close/reOpen/Probation C Non-Public Y Delayed Set Aside Disp  
 DEFER SPOUSE 10/12/04 TOTAL FINE 0.00 RMT DUE 0.00  
 NKT CASE 04-1012 PTY COUNT INQ ST  
 F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

## TC – 771.1 Delayed Sentence Disposition Changes: Updating Initial Disposition

- Must be count specific on hop line
- Enter DS code for type of disposition  
i.e., 14 – Disposed on Guilty Plea
- “X” in *Delayed* field

## TC – Example: Initial Disposition for 771.1 Delayed Sentence

JIS Traffic / Criminal Disposition -- Part 1 Status SEND  
 Court 0 Venue 1 Case 04-1013 Pty D01 Charge DISORDERLY Type DM  
 Name FRANKLIN/MICHAEL/JOHN PO Code MS Date RDR  
 PL 01 DS 14 Defer Dis Judge Audit/Dism Abs  
 Reduced/Chg A/C/S Speed Chg/Alw/Egy / / /  
 Enter disposition as you normally would; also type an "X" in the Delayed field  
 Monetary Sentence Information  
 Description Assessment SCode Description Assessment  
 Enter all other disposition information (assessments, payment schedule, probation term, etc.) just like you did before.  
 Fine & Costs Suspended Pymt Schedule or Date/Time  
 Close/reOpen/Probation C Non-Public Y Delayed X Set Aside Disp  
 UNDISPOSED TOTAL FINE 0.00 RMT DUE 0.00  
 NKT CASE 04-1013 PTY D01 COUNT 1 INQ FRANKLIN ST  
 F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

## TC - Example: Sentencing for 771.1 Delayed Sentence

JIS Traffic / Criminal Disposition -- Part 1 Status DISP  
 Court 0 Venue 1 Case 04-1013 Pty 001 Charge DISORDERLY Type 00  
 Name FRANKLIN/MICHAEL/JOHN PO Code SH Date  
 PL OS Defer Dis Judge 12345 Audit/Disc Abs  
 Reduce/Rmd/Chg A/C/S Speed Chg Alw/Egy  
 Other Actions  
 \$Code Description Monetary Sentence In Assessment  
 Fine & Costs Suspended Pymt Schedule or Date/Time  
 Close/reOpen/Probation Non-Public Delayed Set Aside Disp  
 DSP GLTY PL 10/12/04 TOTAL FINE 0.00 AMT DUE 0.00  
 NXT CASE 04-1013 PTY 001 COUNT 1 INQ FRANKLIN ST  
 F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

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## TC - Example: Dismissal for 771.1 Delayed Sentence

JIS Traffic / Criminal Disposition -- Part 1 Status DISP  
 Court 0 Venue 1 Case 04-1013 Pty 001 Charge DISORDERLY Type 00  
 Name FRANKLIN/MICHAEL/JOHN PO Code MS Date 10/12/04  
 PL OS 25 Defer Dis Judge 12345 Audit/Disc Abs  
 Reduce/Rmd/Chg A/C/S Speed Chg Alw/Egy  
 Other Actions  
 \$Code Description Monetary Sentence In Assessment  
 Fine & Costs Suspended Pymt Schedule or Date/Time  
 Close/reOpen/Probation Non-Public Delayed Set Aside Disp  
 DSP GLTY PL 10/12/04 TOTAL FINE 0.00 AMT DUE 0.00  
 NXT CASE 04-1013 PTY 001 COUNT 1 INQ FRANKLIN ST  
 F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

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## TC - New Deferral MIP Procedure – Initial Disposition

- You must be count specific on hop line
- DS code 14 (Disposed on Guilty Plea)
- DF code 05 (Deferred MIP)
- Bar number of judge or magistrate
- Enter all terms of sentence
- “Y” in *Non-Public* field

Deferral abstract will generate when  
Date Generated Notices are requested

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## TC – Example: New Deferral MIP Procedure – Initial Disposition

DIS Traffic / Criminal Disposition -- Part 1 Status PEND  
Court 0 Venue 1 Case 04-1014 Pty D01 Charge MIP Type DM  
Name EDMONDS/EDGAR/ERNEST III PO Code PL Date 091504 ROR  
PL 01 DS 14 Defer 05 Dism Judge 12345 Audit/Dism Abs  
Reduce/Ad/Chg A/C/S Speed Chg/Alw/Egy / / /  
Other Actions  
Monetary Sentence Information  
SCode Description Assessment  
JSMU 20  
FIDE 240  
MYOR 150  
Page down to enter additional sentence requirements, including term of probation  
Fine & Costs Suspended Post Schedule 090 D or Date/Time  
Close/reOpen/Probation Non-Public Y Delayed Set Aside Disp  
UNDISPOSED TOTAL FINE 0.00 AMT DUE 0.00  
NXT CASE 04-1014 PTY D01 COUNT 1 INQ 0 ST  
F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

## TC - New Deferral MIP Procedure – Successful Completion of Deferral

- DS code 08, 25 or 26
- Bar number of judge or magistrate
- “X” in *Audit/Dism Abs* field
- “C” in *Close/ReOpen/Probation* field
- “N” in *Non-Public* field

Dismissal abstract will generate when  
Date Generated Notices are requested

## TC – Example: New Deferral MIP Procedure – Successful Deferral

DIS Traffic / Criminal Disposition -- Part 1 Status DISP  
Court 0 Venue 1 Case 04-1014 Pty D01 Charge MIP Type DM  
Name EDMONDS/EDGAR/ERNEST III PO Code MS Date 101204 ROR  
PL DS 08 Defer Dism Judge 12345 Audit/Dism Abs X  
Reduce/Ad/Chg A/C/S Speed Chg/Alw/Egy / / /  
Other Actions  
Monetary Sentence Information  
SCode Description Assessment SCode Description Assessment  
Fine & Costs Suspended Post Schedule or Date/Time  
Close/reOpen/Probation C Non-Public N Delayed Set Aside Disp  
DEFER MIP 9/15/04 TOTAL FINE 0.00 AMT DUE 0.00  
NXT CASE 04-1014 PTY D01 COUNT 1 INQ 0 ST  
F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

## TC - New Deferral MIP Procedure – Unsuccessful Completion of Deferral

- DS code 14 – Disposed on Guilty Plea
- Bar number of judge or magistrate
- Enter all other sentence requirements
- Verify case status
- “N” in *Non-Public* field

Conviction abstract will generate when  
Date Generated Notices are requested

## TC – Example: New Deferral MIP Procedure – Unsuccessful Deferral

**JIS** Traffic / Criminal Disposition -- Part 1 Status DISP  
Court 0 Venue 1 Case 04-1014 PTV DCL Charge MIP Type DR  
Name EDMONOS/EDGAR/ERNEST III PO Code RS Date 101204 ROR \_  
PL DS 14 Defer \_ Dis \_ Judge 12345 Audit/Dis Abs \_  
Reduce/Rnd/Chg \_ A/C/S \_ Speed Chg/Rlw/Egy \_ / \_ / \_  
Other Actions \_  
Monetary Sentence Information  
\$Code Description Assessment \$Code Description Assessment  
Page down to enter additional sentence requirements, including terms of probation, if necessary  
Fine & Costs Suspended \_ Pmt Schedule \_ or Date/Time \_  
Close/reOpen/Probation \_ Non-Public N Delayed \_ Set Aside Disp \_  
DEFER MIP 9/15/04 TOTAL FINE 0.00 AMT DUE 0.00  
NXT \_ CASE 04-1014 PTV DCL COUNT 1 INQ 0 ST \_  
F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

## TC – Scheduling Screen changes

- Deferral disposition will appear in lower left corner
- Can't close deferred case unless final disposition has been entered

- *Defer* field now part of *DS Code* field
- New field for *Delayed*

*Reminder: When removing the final disposition on a case which was deferred or delayed, all dispositions will be removed.*

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DIS                                T/C REMOVAL SCREEN                                Status DISP
CASE 04-0991      PTY D01 NAME SMITH/THEODORE/LEONARD JR
_____

      "X" the fields below that are to be removed
      Press "ENTER" to process the removals

CASE:  _ Proceeding Judge      _ Prob Officer      _ Arraign
      _ Attorney      _ Prosecutor
      _ Set Aside Date      _ Warrant/Recall

COUNT # 01  CUR CHG DOMESTIC VIO      ORG CHG DOMESTIC VIO      TOTAL COUNTS 01
Pleg 1
[US Code 4a]      _ Community Service
[US Code 4a]      _ Community Service in Lieu Of Jail
Fines & Costs Suspended      _ Veh Inmob Start Date
[Unfettered]      _ Veh Inmob # of Days
Jail Days      _ Forfeiture
Optional Jail Days      _ Prob Term
Credit Jail Days      _ Rehab
Susp Jail      _ Revoke/Suspend
Committed      _ Days Suspended
Jail Loc      _ Days Restricted

NXT      CASE 04-0991      PTY D01 COUNT 1  INQ D
F1-Ctrl      F24-Prev      ST      Page/Roll      Help

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DIS                                T/C REMOVAL SCREEN                                Status DISP
CASE 04-1012      PTY D01 NAME  FOSTER/WALTER/MARK
                                _____
                                "X" the fields below that are to be removed
                                Press "ENTER" to process the removals

CASE:  _ Proceeding Judge      _ Prob Officer      _ Arraign
       _ Attorney              _ Prosecutor
       _ Set Aside Date        _ Warrant/Recall

COUNT # 01    CUR CHG ASSAULT AGGR      ORA CHG ASSAULT AGGR      TOTAL COUNTS 01
Plea 1
- DS Code 14      Defer 03
- Delayed
- Fines & Costs Suspended
- Jail Days
- Optional Jail Days
- Credit Jail Days
- Susp Jail
- Committed
- Jail Loc

- Prob Term
- Rehab
- Revoke/Suspend
- Days Suspended
- Days Restricted

NXT      CASE 04-1012      PTY D01 COUNT 1 INQ F      ST
F1-Ctrl      F24-Prev      Page/Roll      Help

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## Traffic/Criminal & Probation Module – Part Three

### Reports

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### TC – Abstract Held List FAC/FCJ/FCPV Held List

- These reports will now generate even if no cases qualify for the report

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### TC – Disposition Column on Reports

- Disposition code will show deferred status, i.e., 14D
- Disposition description will show deferred status, i.e., DEFER MIP

Exception: At this time, Caseload Disposition Report will show the disposition based only on the disposition code. It will not reflect the deferral code, if there is one.

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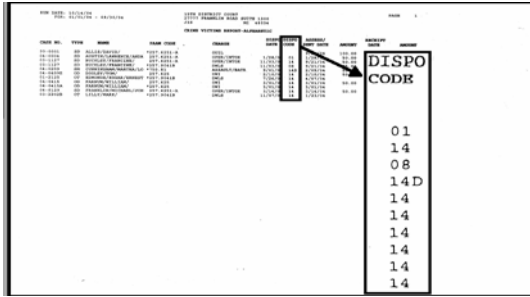
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## TC – Example of Crime Victim Rights Report



CASE NO.	TYPE	NAME	CRIME CODE	CHARGE	STATUS	DISPO CODE
101	101	101	101	101	101	01
102	102	102	102	102	102	14
103	103	103	103	103	103	08
104	104	104	104	104	104	14D
105	105	105	105	105	105	14
106	106	106	106	106	106	14
107	107	107	107	107	107	14
108	108	108	108	108	108	14
109	109	109	109	109	109	14
110	110	110	110	110	110	14

## TC – Report Generator

- No changes to first screen
- Second screen changes:
  - *Deferred* field moved
  - *Delayed* field added
- Valid selection options for *Deferred* field:
  - O, X, P, S and 1-9
- Valid selection options for *Delayed* field:
  - O, X, P and 1-9

## TC – Report Generator

- *Deferred* field identifies cases that are currently in deferred status
- *Delayed* field identifies all cases that have been delayed under 771.1

**Important:** Because of procedure changes in updating deferred dispositions, check your saved reports to determine if you are still collecting the information you want.

## TC – Report Generator – Current Screen (2<sup>nd</sup> screen)

JIS REPORT GENERATION SELECTION 10/13/04 13:10:40

- Disposition _____	- Close Date _____
- Xreference _____	- Probation Officer _____
- CTN/ICN _____	- SID _____
- Warrant Code _____	- Next Action _____
- Warrant Date _____	- Next Date _____
- Recall Date _____	- Next Judge _____
- Arraignment _____	- Non-Public _____
- Sex _____ Race _____	- <b>Deferred</b> _____
- Disposed Date _____	- Sentence Date _____
- Disposed Code _____	- FAC Date _____
- Plea Date _____	- Rehab _____
- Plea Code _____	- Prob End Date _____
- Suspension _____	- Probation Term _____
- Suspension Days _____	- Jail Term _____
- Restriction Days _____	- Optional Jail Term _____
- Community Service _____	- Jail Location _____
- Service in Lieu _____	- Restitution _____
- Event Date _____	- Event Code _____
- Event Term _____	- Event Clerk _____
- Immob Start Date _____	- Immob Days _____
- Paper Plate _____ VIN _____	- Veh Forfeit _____
- F24-Previous Menu	- Vehicle Make _____ Veh Year _____

Page/Roll Help

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## TC – Report Generator – New Screen (2<sup>nd</sup> screen)

JIS REPORT GENERATION SELECTION 10/13/04 13:07:31

- Disposition _____	- Close Date _____
- Xreference _____	- Probation Officer _____
- CTN/ICN _____	- SID _____
- Warrant Code _____	- Next Action _____
- Warrant Date _____	- Next Date _____
- Recall Date _____	- Next Judge _____
- Arraignment _____	- Non-Public _____
- Sex _____ Race _____	- <b>Deferred</b> _____
- Disposed Date _____	- Sentence Date _____
- Disposed Code _____	- FAC Date _____
- Plea Date _____	- Rehab _____
- Plea Code _____	- Prob End Date _____
- Suspension _____	- Probation Term _____
- Suspension Days _____	- Jail Term _____
- Restriction Days _____	- Optional Jail Term _____
- Community Service _____	- Jail Location _____
- Service in Lieu _____	- Restitution _____
- Event Date _____	- Event Code _____
- Event Term _____	- Event Clerk _____
- Immob Start Date _____	- Immob Days _____
- Paper Plate _____ VIN _____	- Veh Forfeit _____
- F24-Previous Menu	- Vehicle Make _____ Veh Year _____

Page/Roll Help

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## TC – Conversion of Disposition Codes

Old DS Code	New DS, DF Codes
DS41 – Plea under 7411	DS14, DF 01
DS42 – Plea under YTA	DS14, DF02
DS43 – Plea under Spouse Abuse Act	DS14, DF03
DS44 – Verdict under 7411	DS01, DF01
DS46 – Verdict under Spouse Abuse Act	DS01, DF03

## Questions?

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## Probation

### Forms & Screens

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## PROB – Probation Violation (VIO)

- The form has been updated to the 6/04 version and is now entitled Motion, Affidavit and Summons Regarding Probation Violation.
- The VIO screen has the following changes:
  - *Order for Summons, Order for Bench Warrant, and Amount of Bond* have been removed
  - F9-Print/Update/Status changed to F9-Print/Update
  - F10-Print/Update key has been removed

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PRINNY SPRINGS Probation Violation and Order MC246 PROB

Court 2 Case 04-99221 Pty D01 Charge MIP - 1995 Type SM

Name: APPLEGATE/ANITA/  
Date signed: 10/204 Bar No: 12345 Judge: GEORGE W. CROCKETT III  
Police Report No. RB-225-41  
People of STATE OF MICHIGAN  
Motion & Affidavit

Probation Officer:

Alternate Court Address:

Date of Court Appearance: 10/29/04 Time: 0900 A

Amount of Bond: Order for Bench Warrant

These fields have been removed from the screen

NXT VIO CASE 04-99221 PTY D01 COUNT 1 INQ ST  
F1-Clear F7-Print F9-Print/Update/Status F10-Print/Update 13-Out0 F24-Prev

JIS \_\_\_\_\_ Probation Violation MC246 PROB  
Court 2 Case 04-0002 Ptv D01 Charge USE MARIJ Type SM  
Name HARPER/PAUL/  
Date signed 101104 Bar No: 12345 Judge: GEORGE W. CROCKETT III  
Police Report No. 93820-04  
People of STATE OF MICHIGAN  
Motion & Affidavit  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Probation Officer: KATE MARIE STRONG \_\_\_\_\_  
\_\_\_\_\_  
Alternate Court Address: \_\_\_\_\_  
\_\_\_\_\_  
Date of Court Appearance: 102904 Time: 0200 P  
\_\_\_\_\_  
\_\_\_\_\_  
NXT VID CASE 04-0002 PTV D01 COUNT 1 INQ \_\_\_\_\_ ST \_\_\_\_  
F1-Clear F7-Print F9-Print/Update 13-OutQ F24-Prev

PROB – Probation  
Violation Form  
(MC246, 6/04)

[illegible]

## PROB – Order of Probation (ORD)– Current Screen

SUNNY SPRINGS ORDER OF PROBATION-PART 1 DC243 PROB  
Court 2 Case 04-99221 Pty D01 Charge MIP - 1995 Type SM  
XREF RB-22541 Name APPELDATE/AMT/ /  
Date Signed 101104 Bar No: 12345 Judge GEORGE W. CROCKETT III  
People of STATE OF MICHIGAN Conditional X Print Part 1 Only X  
Probation Officer Term 12 MONTHS  
Judgment of guilt is deferred under: 1-7411 2-Spouse Abuse 3-VTA 4-PUI  
Defendant poses a credible threat: 5. Not purchase/possess firearm  
Fine Costs Restitution Crime/Victim Supervision  
100.00 149.00  
State Costs Other TOTAL  
45.00 294.00  
Total due ... Installments of \$ per starting on  
7. Comply with the attached wage assignment order  
8. Other:

NXT CASE 04-99221 PTY D01 COUNT 1 INQ ST  
F1-Clr Screen F7-Print only F9-Print/Update F13-OutQ F24-Prev Page/Roll

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## PROB – Order of Probation (ORD)– New Screen

JIS ORDER OF PROBATION-PART 1 DC243 PROB  
Court 2 Case 04-0002 Pty D01 Charge USE MARIJ Type SM  
XREF Name HARPER/PAUL/  
Date Signed 101204 Bar No: 12345 Judge GEORGE W. CROCKETT III  
People of STATE OF MICHIGAN Conditional X Print Part 1 Only X  
Probation Officer KATE MARIE STRONG Term 12 MONTHS  
Judgment of guilt is deferred under: 1-7411 2-VTA 3-Spouse Abuse 4-PUI 5-MIP  
Defendant poses a credible threat: 5. Not purchase/possess firearm  
Fine Costs Restitution Crime/Victim Supervision  
100.00  
State Costs Other  
45.00  
Total due ... Installments starting on  
7. Comply with the attached wage assignment order  
8. Other:

Deferral value displays based on Defer code added via DSP screen

Note: 2-VTA and 3-Spouse Abuse have been renumbered

NXT CASE 04-0002 PTY D01 COUNT 1 INQ ST  
F1-Clr Screen F7-Print only F9-Print/Update F13-OutQ F24-Prev Page/Roll

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## PROB – Order of Probation (ORD)

- Form updated to the 8/04 version to include MIP deferral
- Long description of charge shortened to 38 characters on 8x11, non-conditional print option; 30 characters on AFP version
  - You may want to shorten some of your long descriptions if you use these options

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## PROB – Order of Probation (ORD)– Current Form, 8x11, Non-Conditional

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT POLICE NO: R8-22541	ORDER OF PROBATION (Misdemeanor)	CASE NO. 04-99221 SM X-REF: R8-22541
Court Address 27777 FRANKLIN ORI MI820145J SUNNY SPRINGS, MI 48034		Court Telephone (810) 352-8990
People of STATE OF MICHIGAN	V Defendant's name, address, and phone APPELGATE/ANITA/ 2215 GULLEY APT B621 DEARBORN HTS, MI 48127 CTN/TCN SID DOB 1/07/1964	
Probation Officer:		Term: 12 MONTHS
Offense: PERSON UNDER 21 - PURCHASE, CONSUME, POSSESS		
[ ] Judgment of guilt		
[ ] is deferred under:		
[ ] MCL 333.7411, Controlled Substance Act		
[ ] MCL 750.430, Practicing under the Influence		
[ ] MCL 769.4a, Spouse Abuse Act		
[ ] MCL 762.14, Youthful Trainee Status		

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## PROB – Order of Probation (ORD)– New Form, 8x11, Non-Conditional

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT POLICE NO: 0203040323	ORDER OF PROBATION (Misdemeanor)	CASE NO. 99-8451 SM X-REF: 4535435454
Court Address 27777 FRANKLIN ROAD-SUITE 1300 ORI MI820055J JIS, MI 48034		Court Telephone (248) 398-4982
People of STATE OF MICHIGAN	V Defendant's name, address, and phone ANDREWS/LINDA/SUE 5434 DIXIE HIGHWAY PONTIAC, MI 48234 CTN/TCN SID DOB 5/12/1959	
Probation Officer:		Term: 12 MONTHS
Offense:		
OPERATED UNDER INFLUENCE LIQUOR		
DROVE WHILE LICENSE SUSP/REV/DENIED		
[ ] Judgment of guilt is deferred under:		
[ ] MCL 333.7411, Controlled Substance		
[ ] MCL 436.1703, Minor in Possession		
[ ] MCL 750.430, Practicing u/Influence		
[ ] MCL 769.4a, Spouse Abuse Act		
[ ] MCL 762.14, Youthful Trainee Status		

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## PROB – Order of Probation (ORD)– New Form, 8x11, Conditional/Deferred

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT ORI MI820055J	ORDER OF PROBATION (Misdemeanor)	CASE NO. 04-1006X SM X-REF:
Court Address 27777 FRANKLIN ROAD-SUITE 1300 JIS, MI 48034		Court Telephone (248) 398-4982
People of STATE OF MICHIGAN	V Defendant's name, address, and phone ROBERTS/ALAN/EDWARD 543 MAPLE AVENUE SOUTHFIELD, MI 48234 CTN/TCN SID DOB 12/04/1939	
Probation Officer: GEORGE W. CROCKETT III		Term: 6 MONTHS
Offense: PERSON UNDER 21-PURCHASE, CONSUME, POSSESS		
[x] Judgment of guilt		
[ ] is deferred under: MCL 436.1703, Minor in Possession		

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## Civil

## Civil –Case Entry

- Adding a Garnishee Defendant (I01):
  - No longer changes the case status to PEND
  - Will not reopen case for caseload purposes
  - No longer causes a case to appear on the Civil Caseage Report

## Civil –Action Screen

- New description code JD-Jury Demand
  - Use **JDF-Jury Demand Filed** to ensure proper counting for Caseload Part 4 (LT and SP case types)
  - May be used for all case types
  - Party code should reflect who filed the demand

## Jury Demand Filed by D01

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## Civil –Forms Updated to 6/04 Version

### ■ Subpoena, Order to Appear (MC11)

- MSA citations were removed
- AFP version includes Supreme Court seal
  - Seal required when form is used as a subpoena
  - See MCR 2.506(D)(2)
  - Also see Memorandum dated July 9, 2004 from Nial Raanen, Director, State Court Administrative Office

### ■ Motion & Order to Show Cause (MC230)

- Added: Notary Public, State of Michigan, County of \_\_\_\_\_

## Civil –Motion, Affidavit & Bench Warrant Current Screen

SUMMARY SCREEN		CIVIL MOTION, AFFIDAVIT, & BENCH WARRANT		MC229	PEND
Court 2	Case 04-1235	Pty 001	Type GC		
P01	FLOWER_SHOP_INC//		D01 JONES/JOHN/JR		
Date Signed:	101104	Judge No:	12345	Judge	GEORGE W. CROCKETT III
Police Report No.					Conditional (Page 1)
	Plaintiff				
	FLOWER_SHOP_INC//				
MOTION & AFFIDAVIT Name JONES/JOHN/JR					
<input type="checkbox"/> Fail to Appear <input type="checkbox"/> Other Reasons					
Reasons					
BENCH WARRANT					
Name	JONES/JOHN/JR				
Alt Name					
Address					
City		State	Zip		
Race	-	Sex	-		
DLN		DOB 00 / 00 / 0000	(MM / DD / YYYY)		
Bond Amt	\$				
NXT CASE 04-1235 PTY 001 GARR 00 NAME					
F1=Clr F4=Prompt F7=Print F9=Print/Update/Sts F10=Print/Update F13=OutQ F24=Prev					

## Civil – Motion, Affidavit & Bench Warrant New Screen

JIS		CIVIL MOTION, AFFIDAVIT, & BENCH WARRANT		MC229	PEND
Court 2	Case 04-0227	Pty 001	Type GC		
P01	SAMPLES/VICTOR/		D01 PATTERSON/BART/		
Date Signed:	101204	Judge No:	12345	Judge	GEORGE W. CROCKETT III
Police Report No.					Conditional (Page 1)
	Plaintiff				
	SAMPLES/VICTOR/				
MOTION & AFFIDAVIT Name PATTERSON/BART/					
<input type="checkbox"/> Contempt/Fail to Appear					
For the following reasons:					
BENCH WARRANT					
Name	PATTERSON/BART/				
Alt Name	BART'S BAIT AND TACKLE//				
Address	90123 MILITARY				
City	PORT HURON	State MI	Zip 48060		
Race	-	Sex	-		
DLN		DOB 00 / 00 / 0000	(MM / DD / YYYY)		
Bond Amt	\$				
NXT CASE 04-0227 PTY 001 GARR 00 NAME					
F1=Clr F4=Prompt F7=Print F9=Print/Update/Sts F10=Print/Update F13=OutQ F24=Prev					

## Civil – Form Updated to 7/04 Version

### ■ Default Application, Entry, Affidavit (MC07)

- Added to paragraph 3:
  - { } It is unknown whether the defaulted party is in the military service
  - Language regarding the Servicemembers Civil Relief Act
- Also added to form: Notary Public, State of Michigan, County of \_\_\_\_\_

## Cash

## Cash – Option 11: Re-Print Receipt

- An exact duplicate of the receipt will print for original receipts rung after the release is loaded.

Items previously omitted from a reprint: assessments, balance due, next payment date, name (if case was not entered), and 'O' for reopened.

CASH TRANSACTION PROCESSING	
1. OPEN FOR DAY	7. VOID / RE-RING
2. OPEN FOR INDIVIDUAL	8. RUNNING TOTALS - CASHIER? _____
3. CLOSE FOR DAY	9. PRINT AUDITOR'S TOTAL
4. CLOSE FOR INDIVIDUAL	10. PRINT ADJUSTMENTS
5. CASH TRANSACTION	<b>11. RE-PRINT RECEIPT</b>
	20. RECONSTRUCT
SELECTION. . . . . _____	

## Cash – Dispositions

- Deferred cases cannot have:
  - The deferral disposition entered through the cash module
  - A subsequent dismissal/conviction entered through the cash module
- Cases with deferred dispositions cannot be closed through the cash module

New message: Cnt DEFERRED Cannot Close

Note: DS41, 42, 43, 44 & 46 are no longer valid disposition codes. See Traffic/Criminal Module Part Two of this handout/webcast for new deferred disposition procedures.

## Cash Report Generator

- Added field for *Deferred Code*
  - Valid selection options: P, S, X, B, O, 1-9
  - Identifies cases currently in deferred status

**IMPORTANT:** Because of procedural changes for updating deferred dispositions, check your saved reports to determine if you are still collecting the information you want.

## Cash Report Generator

JIS CASH REPORT GENERATION SELECTION 10/12/04 12:44:23

Traffic/Criminal Case Information

- PO Judge	_____	- Offense Date	_____
- Judge of Record	_____	- Vehicle Type	_____
- Next Judge	_____	- Agency	_____
- Next Date	_____	- Officer	_____
		- Next Action	_____

Charge Information

- Original Charge	_____	- Current Charge	_____
- Original SDS	_____	- Current SDS	_____
- Original Att/Cons/Sol	_____	- Current Att/Cons/Sol	_____
- Civ/Misd/Fel	_____	- Disposed Code	_____
- Disposed Date	_____	- Deferred Code	_____
- Sentence Date	_____		

Detail Information

- Event Date	_____	- Event Code	_____
- Event Clerk	_____		

F24-Previous Menu Page/Roll Help

## Miscellaneous Program Changes & Corrections

### Miscellaneous Program Corrections

- **Cash:**
  - Warning message now displays when closing a case and an insurance card or driver's license is posted.
  - Financial ROA now displays assessments and payments in order by entry date and time.
- **T/C Report/Requests (RPT) screen:**
  - If a docket entry existed for a case on the same day as a postcard NTA was requested, it would print that date/time/ code/judge instead of the next court date in error. This problem has been corrected.

### Please Note



- Screen examples contained in this slideshow may not represent the same codes used in your court. Substitute your codes where appropriate. When in doubt, contact JIS for clarification.

## Where to Get More Information

- Handout entitled *New JIS Procedure for MIP-Deferred Sentence (2004 Fall/Winter Software Release – Instructions for Updating/Correcting MIP Cases)*
- Email: [DCSHelpDesk@courts.mi.gov](mailto:DCSHelpDesk@courts.mi.gov)  
Phone (800) 572 -1116; Fax (248) 352-8715
- JIS Website: [http://courts.mi.gov/jis/jis\\_contact.htm](http://courts.mi.gov/jis/jis_contact.htm)
- Latest version of court forms:  
<http://courts.mi.gov/scao/courtforms>

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